



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Domestic Violence Program Legal Director
SALARY RANGE: \$51,667.00
DATE POSTED: January 26, 2018 – February 9, 2018

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Two (2) years of paid experience managing cases involving domestic violence.
- Knowledge of Michigan Court Rules, case law and statutes regarding PPOs, family law, and domestic violence.
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Proficient using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under the general supervision of the Friend of the Court, the Domestic Violence Program Legal Director administers the Solution Oriented Domestic Violence Prevention Court (SODVPC) as well as the Personal Protection Order (PPO) docket. This position ensures the Friend of the Court cases with domestic and family violence indicators are appropriately managed in accordance with the Social Security Act, Federal Regulations, State Laws, and Court Policies. Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0500-0016

Date Issued: 05/19/2015

TITLE: DOMESTIC VIOLENCE PROGRAM LEGAL DIRECTOR

SUMMARY:

Under the general supervision of the Friend of the Court, the Domestic Violence Program Legal Director administers the Solution Oriented Domestic Violence Prevention Court (SODVPC) as well as the Personal Protection Order (PPO) docket. This position ensures the Friend of the Court cases with domestic and family violence indicators are appropriately managed in accordance with the Social Security Act, Federal Regulations, State Laws, and Court Policies. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Manages and administers the Personal Protection Orders Docket including regulation of time standards and compliance with administrative deadlines.
- Ensures prompt processing of PPO requests; which includes petitions, motions, efficient docket scheduling and case processing.
- Administers the PPO Violation hearings which includes scheduling Assistant Prosecuting Attorney and House Counsel as necessary for the operation of the PPO Violation hearings and informs Petitioners of scheduled hearings.
- Administers the Solution Oriented Domestic Violence Prevention Court (SODVPC) including scheduling hearings, preparing legal memorandums, and drafts opinions and orders for review.
- Researches and develops lists of legal and social resources for SODVPC litigants.
- Schedules, organizes, and participates in regular Solution Oriented Domestic Violence Prevention Court and PPO docket meetings with Judges, Wayne County Clerk's Office, Court Administration and other entities.
- Reviews referrals to the SODVPC and ensures referrals are effectively processed in a timely manner.
- Ensures the ongoing professional development of court staff and law school externs assigned to the SODVPC by providing appropriate training and supervision.
- Monitors perpetrator sentencing violations by effectively coordinating participant referrals by participating in case conferences with treatment providers regarding clinical findings and ongoing activities.
- Ensures the continued support of the SODVPC and PPO Docket from the Coordinated Community Response by participating, developing and maintaining positive relationships with community service agencies.
- Prepares required reports.
- Conducts annual trainings for House Counsels.
- Refers litigants to appropriate court and community resources.
- Performs other duties as assigned.

QUALIFICATIONS:

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Two (2) years of paid experience managing cases involving domestic violence.
- Knowledge of Michigan Court Rules, case law and statutes regarding PPOs, family law, and

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- Proficient using MS Office Suite and relevant software and systems.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to apply general rules to specific problems to produce positive results.
- Ability to accept constructive direction..
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to identify and analyze complex legal issues and draft legal memoranda, position papers, and related documents.
- Ability to interact with various Court agents and personnel and to work on significant projects.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to legal problems and matters.
- Excellent facilitation, presentation and meeting management skills.
- Excellent legal research, analysis, and writing skills.
- Proven analytical, problem-solving, and decision-making abilities.
- Experience supervising and collaborating with legal professionals.
- Demonstrated ability to understand problems and identify legal solutions that balance and reflect time, cost and human factors.
- Skill in managing one's own time and the time of others, as well as the ability to meet deadlines.
- Strong negotiation, conflict resolution, diplomatic, and persuasion skills.
- Thorough knowledge of Court processes and procedures

WORK ENVIRONMENT:

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.

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PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five (5) years.
- Member of State Bar of Michigan in good standing.
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.

The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES: 05/19/2015 Updated for content and format
 10/26/2017 Updated for content and format
 01/25/2018 Revised for content